

Directory Information Opt Out

Instructions for NYC parents: fill this out and hand deliver a copy to your child's principal. Also be sure to email a copy to data-security@schools.nyc.gov. Copies of this form are also available at <http://www.classsizematters.org/student-privacy>. More information about your child's right to privacy is available at www.studentprivacymatters.org

I understand that the Family Educational Rights and Privacy Act (FERPA), a federal law, allows my school or school district to disclose designated "directory information" to third parties without my written consent, unless I inform the school/district otherwise.

I am submitting this form because: [choose one option]

- My child's school or school district does not have a "directory information" policy.
- My child's school or school district's existing "directory information" policy does not sufficiently protect my child's privacy.

Parent or guardian name: _____

Student name: _____

Student grade: _____

Student ID number: _____

School name: _____

Date: _____

Parent/Guardian signature (if student is under 18): _____

Parent or guardian email address: _____

Student signature (if student is over 18): _____

Directory information that I **DO NOT** want the school or district to share with **ANYONE**

My child's school or school district may not share any of the following **checked** directory information with **ANYONE** outside the school or district level:

- Student name
- Telephone numbers (e.g., home, cell, etc.)
- Parent personal information (e.g., name, address, phone, email address, etc.)
- Photograph
- Video or electronic images
- Date of birth
- Place of birth
- Home or permanent address
- E-mail address
- Dates of attendance

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- Weight/Height
- Enrollment Status (e.g., full-time, part-time)
- Grade or class standing (e.g., grade 3, or sophomore)
- Most recent school or educational institution attended
- Participation in officially recognized activities and sports
- Degree(s) received
- Awards and honors received
- Clubs/Affiliations
- Any information that might otherwise be considered personal or confidential
- School or district issued student ID number*

** Note: A student ID number may or may not be considered as directory information depending on how the school/district uses it. According to the U.S. Department of Education, a student ID number can be classified as a type of "directory information" if it: "is displayed on a student ID badge, or is used to communicate in electronic systems, but only if the identifier cannot be used to gain access to education records except when used in conjunction with one or more factors that authenticate the user's identity, such as a PIN, password, or another factor known or possessed only by the authorized user." ¹*

Exceptions

My child's school or school district may share the directory information I have **not checked** above **ONLY** for the following purposes:

- Using my child's directory information, as indicated above, for school or district publications, including but not limited to, a yearbook, graduation program, theater playbill, athletic team or band roster, newsletter, and other school and district publications.
- Sharing my child's directory information, as indicated above, with the U.S. Military.
- Sharing my child's directory information, as indicated above, with colleges and other educational institutions.
- Sharing my child's directory information, as indicated above, with prospective employers.
- Sharing my child's directory information, as indicated above, with political officers.
- Sharing my child's directory information, as indicated above, with the National Student Clearinghouse.
- Sharing my child's directory information, as indicated above, with news media outside the school or district.

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- Sharing my child's directory information, as indicated above, with the school PTA or district parent organization.
- Sharing my child's directory information, as indicated above, with other groups and entities outside of the school or district, including community, advocacy and/or parent organizations.
- Sharing my child's directory information, as indicated above, with companies who are marketing products.
- Sharing my child's directory information, as indicated above, with charter schools or mailing houses who are used by charter schools to send recruiting materials to families.
- Posting my child's directory information, as indicated above, on official school-related websites or social media accounts.
- Posting my child's directory information, as indicated above, on school employees' personal websites or social media accounts.

** Note: FERPA allows a school or school district to share a wider array of students' personal information with individuals or companies offering operational services, online educational tools or classroom applications (apps) without parental knowledge or consent, or allowing for opt out, as well as for research or evaluation purposes.ⁱⁱ*

Disclaimer: These materials do not constitute legal advice. Consult a private lawyer or call your local ACLU should you have specific questions.

ⁱ U. S. Department of Education, *Family Educational Rights and Privacy Act (FERPA) Model Notice for Directory Information*. See <http://familypolicy.ed.gov/content/ferpa-model-notice-directory-information>

ⁱⁱ U.S. Department of Education, Privacy Technical Assistance Center, *FERPA Exceptions - Summary*. See http://ptac.ed.gov/sites/default/files/FERPA%20Exceptions_HANDOUT_horizontal_0.pdf